



BURLINGTON PUBLIC LIBRARY

166 East Jefferson Street, Burlington,
Wisconsin 53105

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, April 28, 2020 at 6:30 p.m. by Webinar/Call-In on Zoom.

Present: Savaglia, Larson, Plank, Czaplewski, Guard, Musgrave, Bahr, Preusker and Chaffee.

Present from FEH Design team: Greg Baum, Bill Wilson,

Also present: Davies, McCarthy and Puccini

- Savaglia called the meeting to order at 6:31 pm.
- **Presentation/Discussion with FEH Design** – Baum outlined this evening’s agenda for FEH to include updating the project timeline, review the preliminary space needs assessment, discuss focus groups and stakeholders, view zoning and building code information.
- Wilson shared a spreadsheet of current square footage of functional areas of the library and compared those numbers to the industry standards, labeled as acceptable or ideal. Wilson’s outline started with the population of Burlington and the service population and the expected growth over 10 and 20 years. After reviewing each area, the result revealed the library needed an additional 9,000 sq. ft. (Acceptable) or 15,000 sq. ft. (Ideal). Questions by library board members such as do we need such a large collection, do we want to keep newer books or older books, should we weed our collection heavily, how do we decide what space is developed, our initial idea of the library will serve as a community hub and how do we accomplish that. Wilson responded that the focus groups will hone into what our community finds most valuable. In discussing space, Presuker asked if the functional areas could be broken down into percentages which Wilson said could easily be done.
- Baun shared an overhead view of the block the library is situated on revealing the different setback distances of the library and how that may impact a building project. Baun investigated the historic district rules for updating buildings and discovered we must bring the building up to current code if we make alterations. Ideas to find out if there were any documents still available to verify code compliance were discussed. Davies will follow those leads. If code compliance documents are not found, we would need to hire a structural engineer to do the work. A motion to approve hiring a structural engineer at the cost of \$4300 was made by Bahr seconded by Chaffee if Davies could not obtain the required code compliance documents. A roll call vote was taken with all members agreeing to the motion. Baun informed Davies we would need to set dates for stakeholders soon. Baun also requested Library Board Members think about other possible building sites we could consider.
- **Public Communication to the Board – None**
- **Trustee Training – Reopening Recommendations from DPI PLDT** –Davies attended many webinars and discussions about ways libraries can open safely. At this time, the library will remain closed until May 26 providing curbside delivery during limited hours and providing a communication center for all calls to be received. Many ideas to reorganize library furniture and workflows are being discussed if there is a maximum gathering of 10 people rule followed. Library staff are all working on finding the best ways to serve the public in a safe way. Davies also shared the Library Operational Plan for April 24 – May 25 which outlined what staff members are doing from home and occasionally coming in to gather supplies or other

needed items to complete work from home.

- **Minutes** of the March 24, 2020 meeting, Plank moved approval, Czaplewski seconded. Motion passed. Bahr moved and Preusker seconded the motion to approve the April Prepays in the amount of \$9,924.62. There were no Reimbursements, General Fund bills or Trust Fund Expenses. Motion passed.
- **Committee Reports:** NONE

Federated Library Report: Due to lateness of the hour, Updates to Delivery Services, Shared Communication Center and Exploring Additional Digital Resources was not discussed. These items will be moved to the May meeting.

- **Director's Report:** Covered elsewhere in the discussion.
- **Monthly Statistics:** Nothing notable to report.
- **Current Staffing levels:** Briefly discussed in Trustee Training discussion of Library Operational Plan

Unfinished Business: none

New Business:

- **Discussion of proposed new library hours based on Library Hours Study**– Discussion of changing library hours from the March 24, 2020 Library Board meeting continued. It was decided that Sunday hours would start with the beginning and ending of each school year. There would be no Sunday hours during the summer months. The changes include closing one hour earlier Monday through Thursday, adding ½ hour on Friday, Saturday hours would be 9 to 4 and Sunday hours would be 12 noon to 4. Guard moved approval seconded by Larson. Motion passed. Davies will decide when these new hours will be implemented.
- **Plans for reopening (timing, physical barriers, alternative services)** – Davies and staff are working on making the library safe once we are able to reopen.

Motion to adjourn the meeting was made by Preusker, seconded by Guard at 8:46 p.m. Our next meeting date is Tuesday, May 26, at 6:30 p.m. Location (in person or webinar) to be determined by COVID-19 status. The May 26 meeting will be an Organizational Meeting, please consider standing for an office.

Respectfully submitted,

Walter Bahr
Secretary